



City of Tempe
Parks and Recreation Department
Pyle Adult Recreation Center
655 East Southern Ave
Tempe, Az 85282
(602)350-5211

Pyle Adult Recreation Center SPECIAL EVENT FACILITY USE POLICIES

*Policies for the Pyle Adult Recreation Center have been adopted in accordance with City Ordinance #637.6. Please read these policies carefully, and make certain that **all** members of your group in charge of meetings are familiar with them.*

Special Event Application

This form can be picked up at the front desk of the Pyle Adult Recreation Center and must be filled out in full for consideration. Requests must be submitted at least 2 weeks prior to your activity. Minimum approval time is 5 to 7 working days.

The Tempe resident who has signed as the responsible party on the application must be present throughout the entire time of the event or activity.

Alcoholic Beverages

Alcoholic beverages are prohibited in buildings except by special arrangement and when other activities are not scheduled in the facility.

If special arrangements are made for alcohol consumption the party requesting the event must contract an Off Duty Tempe Police Officer(s) for the event. The Resident in Charge is responsible for attending the Special Event Task Force to present their event plans. The Task Force will determine the number of City of Tempe Off-Duty Policemen required as security for the event. The Tempe Police Department Off Duty Coordinator will schedule officers and collect fees for their services and after the determination of how many officers will be required for the event.

Alcohol consumption in the facility may not exceed 12:00a.m. Bartending Services may be required for serving of alcoholic beverages.

No admission may be charged or collected for the consumption of alcoholic beverages before, during or after the event.

Hours of Operation

The Pyle Adult Recreation Center Facility Use Hours:

Monday - Thursday	8:00 a.m. to 8:45 p.m.
Friday	8:00 a.m. to 4:45 p.m.
Saturday	9:00 a.m. to 3:45 p.m.
Sunday	Closed

Special Event hours:
Friday after 5 pm
Saturday after 4 pm
Sunday 8 am-9 pm

Building Fees

All special events will be subject to the standard facility use fees.

Audio/Visual equipment is available for use on a first come first serve basis for a nominal rental fee.

Verification of Building Use

Verification of reserved meeting space is contingent upon final approval of the Manager of the Parks & Recreation Department. Nothing is finalized until you receive a copy of the Facility Use Permit signed by a designee of the Parks & Recreation Department and you have returned a copy signed by the Tempe Resident who is the responsible party. Do not advertise your event until you receive the final permit paperwork.

Selling or Promoting Products

Selling or promoting a commercial product or anything for personal gain is prohibited in City Buildings. If any monies are involved with your meeting/event you **MUST** receive prior permission.

Facility Set-up/Clean-up

Set-up and Clean-up of the contracted area will be the responsibility of the user. All facilities are to be left in good order. Chairs, tables, podiums, etc., are to be put away in the right manner in the right location. Requested time should allow for set-up/clean-up of the event. It is up to the responsible party to assure that the requested time limits are adhered to.

Reservation Changes/Cancellations

Any changes or cancellations of reservations may be made by the Tempe Resident who is the responsible party **only**. This also applies to any requests made during the organization's scheduled activity.

All organizations are asked to make known any changes or alterations in meeting times, equipment or room assignments to the Office of the reserved facility within 48 hours prior to date of use. If the reserved facility is not notified of cancellation of a room request at least 48 hours prior to the date of the event, the permit holder will be held responsible for all charges and privileges of use at the discretion of an official designated by the Parks and Recreation Manager.